MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

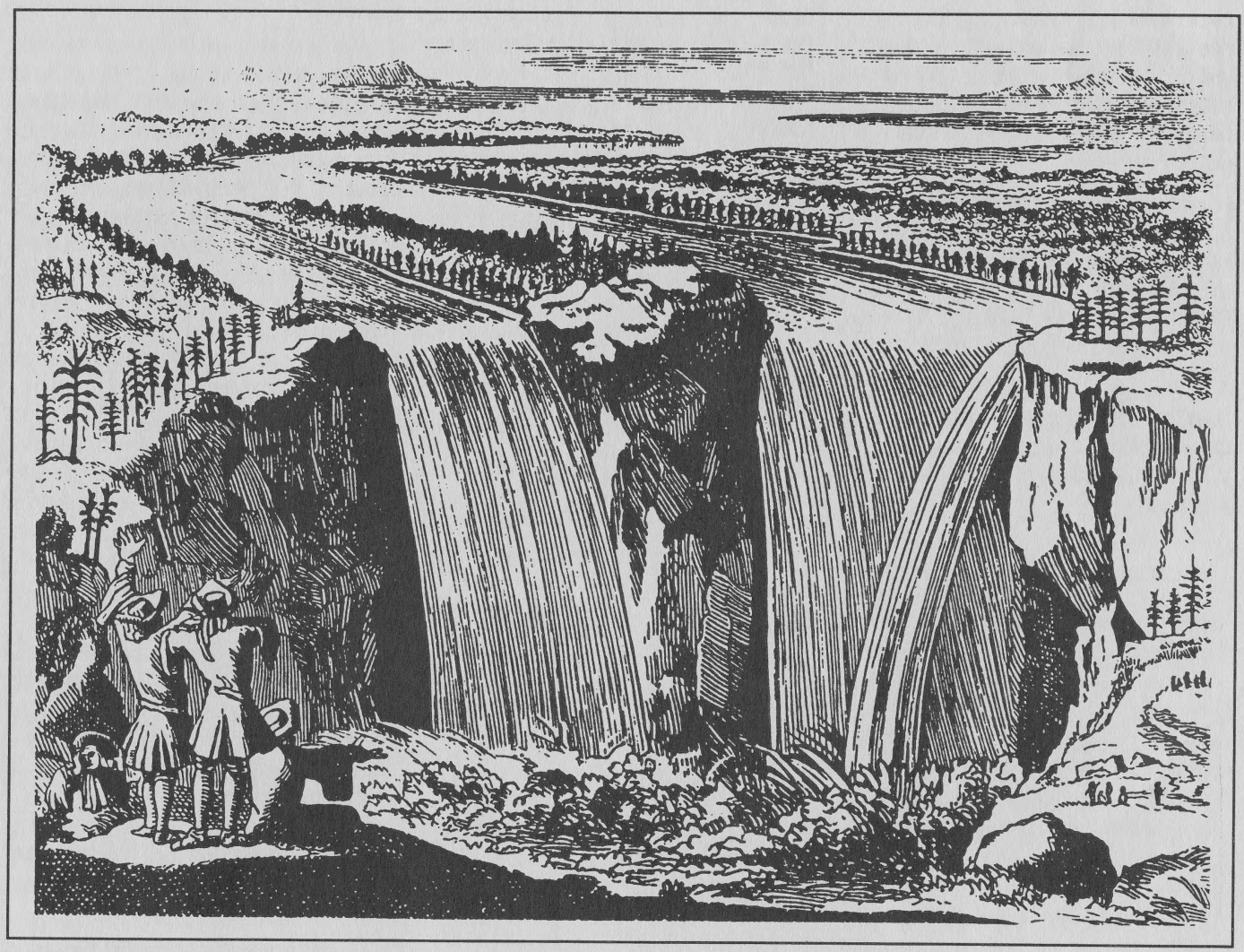
MID-ATLANTIC ARCHIVIST

ISSN 0738-9396

VOLUME 21, NUMBER 4

FALL 1992

COLONIAL VIEW OF NIAGRA FALLS



Print Courtesy of Buffalo and Erie County Historical Society

MARAC's FALL 1992 MEETING

"Public Outreach in Archives" Buffalo, New York October 29th - 31st

For several years, MARAC states have led the nation in developing innovative outreach approaches. It is fitting that a MARAC conference be devoted to this theme.

The conference's focus will be on practical outreach. A preconference workshop on "Graphic Design for Archivists" will give instruction on design brochures and newsletters for maximum impact; conference sessions on teaching with archival documents and using anniversaries and special events as outreach opportunities, preservation awareness, and internal outreach methods will explain how we can get our message out to our constituents, our parent agencies, and the general public.

For information on the conference please contact Heidi Ziemer, Chair, MARAC Local Arrangements committee, MARAC c/o WNYLRC, 180 Oak Street, Buffalo, NY 14203-0276 or call at (716) 852-3846; FAX (716) 852-0276.

Session abstracts for the Buffalo Conference will appear in the Winter, 1993 issue of the *Mid-Atlantic Archivist*.

CONGRATS TO LINDA SHOPES

The Pogue Award Committee has selected Linda Shopes of the Pennsylvania Historical & Museum Commission to receive OHMAR's 1992 Pogue Award. Since 1979 OHMAR has offered this annual award in recognition of significant contributions to oral history. Many of you are well acquainted with Shope's work in oral history at the local, state and national level, including a term as OHMAR's president. An interview with Linda, conducted by Joel Gardner, will appear in the next issue of this newsletter. The award will be presented at the fall meeting at the Martin Luther King, Jr. Library in Washington on Friday, November 6.

News from Oral History in the Mid-Atlantic Region. Reprinted from the *OHMAR Newsletter*, Summer 1992.

Authorization Legislation for the National Archives Introduced

On June 9 Representative Bob Wise (D-WV) introduced H.R. 5356, the National Archives and Records Administration (NARA) Authorization Act of 1992. Two weeks later Senators Herb Kohl (D-WI), John Glenn (D-OH), and David Pryor (D-AR) introduced a parallel bill, S. 2892. Although the National Historical Publications and Records Commission (NHPRC), a part of NARA, operates under authorization legislation, NARA has had no such legislation.

In addition to establishing relatively low appropriations ceilings for both NARA and NHPRC, the bill would create two advisory committees -- one focusing on general issues and the other on electronic records -- to advise the U.S. Archivist.

The proposed legislation has thirteen sections which address such diverse issues as establishing a Visiting Scholars Program to provide expenses for researchers to travel to Washington, assuring that photocopying prices do not exceed costs, increasing authority for the U.S. Archivist to issue to federal agencies binding guidelines, establishing a more comprehensive definition of the term "record" to insure inclusion of computerized and electronic information, providing for copies of documents to be treated as federal records, increasing the endowment requirement for Presidential Libraries from twenty percent to forty percent, instituting a seven year term for the U.S. Archivist, and requiring that the Deputy Archivist be a Presidential appointment confirmed by the Senate.

It is most unlikely that there will be any movement on these bills during this session of Congress. However, indications are that this legislation will receive serious attention. Those interested in more information on this legislation should contact Page Putnam Miller, NCC, 400 A Street, SE, Washington, D.C. 20003

Reprinted from the *SAA Newsletter*, September 1992.

News Notes

National Archives Prepares for Massive Move of Records

The National Archives building at College Park, MD, informally known as Archives II, will open for research in 1994. Preparations are underway to move more than one million cubic feet of records from facilities in Suitland, MD, and Alexandria, VA, and the National Archives Building in Washington, DC. The move plan, which has been under development for the past year, will involve transferring all the records now stored in the Alexandria facility to the College Park site, many records now at the National Archives Building and Suitland facility to College Park, and some records at Suitland to the National Archives Building.

The 1.7 million square foot building at College Park will be the largest, most technically advanced archives in the world. It is situated on 33 acres of land on the University of Maryland campus. The building, being constructed by the George Hyman Construction Co., was designed by Hellmuth, Obata, & Kassabaum architects and Ellerbe Becket, Inc. engineers.

The move, involving billions of documents and photographs, millions of maps and motion picture footage, and thousands of sound recordings, drawings, and computer tapes, will begin in December of 1993.

Archives II will augment, not replace, the National Archives Building in Washington, DC. Both buildings will operate as archival facilities with different emphases. The National Archives Building will continue to serve as the principal location for public programs and genealogical research. Films, authors and other lectures, and workshops will continue to be offered to the public downtown with supplementary programs offered to the university community and public at College Park.

Records remaining in the National Archives Building in Washington, DC will include those relating to genealogy, selected series of American Indian records, old military (prior to World War II), the Navy, the courts, and the Congress. All special media and non-textual records will be moved to Archives II as well as military records, except Navy records, from World War II to the present and all Executive branch civilian agency records.

The opening of Archives II will result in major benefits for the preservation of the permanently valuable records of the Federal government.

Write to the Textual Reference Division, Office of the National Archives, Washington, DC 20408, or telephone the Reference Services Branch at 202-501-5400.

Table of Contents

MARAC's Fall 1992 Meeting 2
News Notes 2
State & Local News 5
NHPRC Grants Awards in the MARAC Region 6
Preservation News 8
Employment 11
People 11
Reference Shelf 12
Steering Committee 16
Treasurer's Report 18

NEDCC Rescues Deteriorating Photographic Negatives

The Northeast Document Conservation Center (NEDCC) has expanded its photoduplication service and now has the capacity to preserve large collections of photographic materials efficiently. The photoduplication laboratory was renovated and equipped with a grant from the National Endowment for the Humanities and has the capacity to maintain the highest level of quality control in reformatting nitrate and early diacetate negatives onto safety film. NEDCC seeks new copying projects from institutions that hold collections of historic photographic materials.

For questions regarding the duplication of photographic materials in your collection or to obtain an estimate call Mark Robinson, NEDCC's Director of Reprographic Services, or David Joyall, Technical Photographer at (508) 470-1010; or write to NEDCC at 100 Brickstone Square, Andover, MA 01810.

★★★★

The National Archives has published its annual report for the fiscal year ending September 30, 1991. Readers who wish to receive a copy should write to: NARA Annual Report, c/o Donn C. Neal, Room 107, National Archives, Washington, DC 20408.

★★★★

NEDCC Awarded Grant From the National Endowment for the Humanities

The Northeast Document Conservation Center (NEDCC) in Andover, Massachusetts announces that it has been awarded a grant of $899,000 from the Division of Preservation and Access of the National Endowment for the Humanities (NEH). The grant provides funds

Continued on P. 4

NEDCC Awarded Grant From the National Endowment for the Humanities

Continued from P. 3

to NEDCC's field service program for institutions in New England and the Mid-Atlantic states.

The goal of NEDCC's field service program is to bring preservation to institutions in its area by emphasizing the prevention of deterioration and the need for systematic planning for the protection of collections, to stimulate preservation activity, and to improve institutions' ability to maintain their collections. Over its ten year history, the NEDCC Field Service Office has had a significant impact on local and state-level commitment to preservation in the Northeast. It has provided a model for other regions and states.

To obtain information on NEDCC and its services or to request an application form for a subsidized survey contact Karen Motylewski, Director of Field Service, Northeast Document Conservation Center, 100 Brickstone Square, Andover, Massachusetts 01810; or call (508) 470-1010.

With this issue of the *Mid-Atlantic Archivist* Dick Wood begins work with David Anderson as the associate editor of the newsletter. Dick works for the National Archives and Records Administration and is currently the Assistant Branch Chief of the Archival Projects Branch. He received his B.A. from the University of Maryland and M.A. and PhD degrees from Florida State University. Before joining the staff of the National Archives he worked as a researcher with a number of documentary paper projects, including the Papers of Jefferson Davis, Ulysses S. Grant, and Woodrow Wilson.

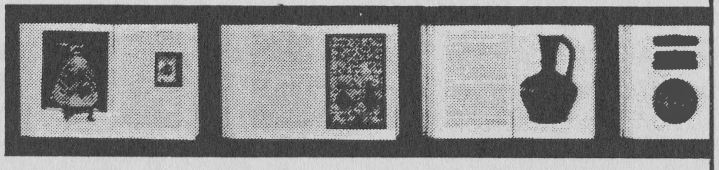
Society of American Archivists, Colonial Dames Scholarship available for Modern Archives Institute

A scholarship to the National Archives' Modern Archives Institute, to be held January 25 - February 5, 1993, is available from the Society of American Archivists. The award, funded by the Colonial Dames of America, Chapter III, covers tuition, travel and housing expenses at the Institute. To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of titles.

Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualifications should be submitted to Frank Mevers, New Hampshire State Archives, 71 S. Fruit Street, Concord, NH 03301, by November 30, 1992.

Please call Frank Mevers, Chairperson, Colonial Dames Scholarship Subcommittee, at (603) 271-2236 if you have any questions.

Preservation Microfilming



- Specializing in working with libraries and archives on their preservation microfilming needs.
- Producing archival-quality microfilm masters and duplicates that meet all ANSI/AIIM and Library of Congress standards and specifications.
- Experienced in microfilming archival material including brittle books, newspapers, scrapbooks, manuscripts, correspondence, incunabula and photographs.
- Competitive pricing. Written estimates provided on all projects.

Archival Survival

Marc Zeitschik, President
284 3rd Avenue
Brooklyn, NY 11215
Telephone: (718) 858-0890

NATIONAL CALENDAR

October

1–4 Ontario Museum Assoc; Canada
7–11 Assoc for Study of Afro-Am Life and History; Kansas City, MO
7–11 Nat Trust for Historic Preservation; Miami, FL
9–12 Int Conf on Columbus Quincentennary; Newport News, VA
15–18 Oral History Assoc, Cleveland, OH
24–25 Int. Conf. on Disaster Prevention/Responses/Recovery; MIT, Cambridge MA
19–22 Association of Records Managers/Administrators; Detroit, MI
28–31 NY Library Association; Lake Placid, NY

November

5–8 Am Studies Association; Costa Mesa, CA
8–11 Mid-Atlantic Assoc of Museums; Albany, NY
9–11 New England Museum Association; Albany, NY

December

8–12 Assoc of Moving Image Archivists; SF, CA
27–30 Am Historical Association; Washington, D.C.

SAA CALENDAR

NEW ORLEANS
August 30 – September 5, 1993

Indianapolis
September 5 – 11, 1994

Washington, D.C.
August 25 – September 3, 1995

San Diego
September 1 – 8, 1996

For more information, contact: **Meeting Planner,** Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605, tel. (312) 922-0140.

Upcoming MARAC Meetings

Fall Meeting
Buffalo, New York
October 28 - 31, 1992

Spring Meeting
Long Branch, New Jersey
May 6 - 8, 1993

Fall Meeting
Gettyburg, Pennsylvania
November 4 - 6, 1993

STATE & LOCAL NEWS

New Jersey

At UMDNJ - George F. Smith Library

Exhibit Focuses on Contribution of New Jersey Scientists To Understanding the Benefits and Dangers of Radium

Dr. Harrison S. Martland, a famed Newark physician, and his research into industrial radium poisoning, is the focus of an exhibit on radiation opening Oct. 14 on the Newark campus of UMDNJ.

"Radium and Radiation, 1896-1993" will be on display in the exhibition gallery of the UMDNJ - George F. Smith Library of the Health Sciences through January. UMDNJ is New Jersey's university of the health sciences.

Dr. Martland, former Essex County medical examiner, pathologist and instructor at Newark City Hospital from 1908 to the early 1950s, gained medical renown for demonstrating the adverse effects of radium on the body. He made this discovery while investigating a group of West Orange, N.J., women who had similar ailments and who all worked in a local factory painting the numbers on the clock faces with radium. The women became known as the "Radium Dial Painters."

The exhibit also features displays about Henri Becquerel's discovery of natural radioactivity in 1896 and the problem high levels of radon presents to New Jersey homeowners today.

Additional exhibits showcase the clinical and basic research being performed by the divisions of nuclear medicine and radiation research in the Department of Radiology at the UMDNJ - New Jersey Medical School.

The exhibit will be on view in the library, 30 Twelfth Ave. The exhibit closes at the end of January and will reopen in April, remaining on display until September, 1993.

Continued on P. 6

State & Local News

Continued from P. 5

It is produced by the University Libraries - Special Collections and Archives Department in cooperation with the UMDNJ - New Jersey Medical School's Departments of Medicine and Radiology and the UMDNJ - Office of Radiation Safety Services. For more information on the exhibit, call (201) 456-6293.

★★★★

New York

NYC Department of Records & Information Services New Telephone Numbers

Effective as of July 13, 1992:

General Information
(212) 788-8600

Executive Office
(212) 788-8609

Public Affairs
(212) 788-8602

Municipal Reference & Research Center(212) 788-8590

Municipal Archives
(212) 788-8580

Municipal Records Management Division (212) 788-8550

News From the New York State Archives and Records Administration (SARA)

Project to Transform Filing and Recording.

Governor Mario Cuomo's Task Force on Recording and Filing, chaired by Andrew J. Spano, Westchester County Clerk, has launched a special project, "Public Records: Vision 2000." The project will examine and recommend improvements in the practices for filing and recording documents in local government offices in New York State. The overall goal is to streamline and modernize those practices to ensure the

Continued on P. 7

NHPRC GRANT AWARDS IN THE MARAC REGION

RECORDS GRANTS
State Board-sponsored Projects

Virginia State Historical Records Advisory Board, Richmond, VA

A grant of $7,608 to support the travel and meeting expenses of the Virginia State Historical Records Advisory Board, including the development of a statewide strategic plan addressing archives and manuscripts programming in Virginia.

American Association for the Advancement of Science, Washington, DC

A grant of $15,491 to develop a records management program and to write and distribute a records management manual for American scientific societies to improve the quality of scientific society records in the United States that are preserved because of their archival value.

Epilepsy Foundation of America, Landover, MD

A grant of up to $3,420 for a consultant to provide guidance on developing an archival program pertaining to the history of the epilepsy movement in the United States.

University of Pennsylvania, Philadelphia, PA

A grant of $66,040 to arrange, describe, and publicize to researchers 350 cubic feet of records (1915-1988) of the Philadelphia Art Alliance.

Historical Society of Western Pennsylvania, Pittsburgh, PA

A grant of $101,412 to appraise, arrange, describe, and catalog seven unprocessed manuscript collections (759 linear feet), reflecting recent collecting initiatives, and to upgrade the housing, arrangement, description, and cataloging of 160 manuscript collections (450 linear feet) representing the core of its manuscript holdings.

Balch Institute for Ethnic Studies, Philadelphia, PA

A grant of $56,555 to inventory all of its minority collections and arrange and describe the four largest and most important of these collections.

Virginia Historical Society, Richmond, VA

A grant of $40,572 to arrange, describe, microfilm, and develop a guide to the T.T. Perry Collection, comprising 54 linear feet of historical manuscripts and records documenting western Virginia and eastern West Virginia from the mid-eighteenth century to the mid-twentieth century.

Photographs

New York City Department of Records and Information Services, New York, NY:
A grant of up to $50,000 to complete a project to preserve and make available the Department of Taxes collection, which totals 720,000 black-and-white 35mm nitrate photonegatives (20,047 rolls).

PUBLICATIONS GRANTS

Continuing Projects

J. Franklin Jameson and the Development of Humanistic Scholarship in America (American Historical Association, Washington DC)
A grant of $50,000.

Subventions

The Papers of George Washington, Colonial Series, Vol. 8 (University Press of Virginia, Charlottesville, VA)
A grant of $12,000.

- *William Cullen Bryant Letters, Vol 5* (Fordham University Press, New York, NY):
A grant of $12,000.
- *William Cullen Bryant Letters, Vol. 6* (Fordham University Press, New York, NY):
A grant of $12,000.

TAYLOR MADE
PROTECTIVE POUCHES

For
DOCUMENTS
MANUSCRIPTS
PHOTOS

Clear, Strong, Inert, Dimensionally Stable DuPont "MYLAR"* Type D

- 3-Seal pouches
- 2-Seal pouches
- Folders
- Special sizes & shapes

WE CAN DO SMALL, SPECIAL JOBS

(215)459-3099
Taylor Made Company · P.O. Box 406 · Lima, Pa. 19037

*"MYLAR" IS A TRADE NAME OF DUPONT

State & Local News

Continued from P. 6

most efficient management of vital information and to ensure easy access by the people who need it. The project is supported by a research and development grant from SARA's Local Government Records Management Improvement Fund. Nan Hanna serves as Project Director and the Wayne County Clerk's office as Project Secretariat.

★★★★

Grants awarded to 455 local governments.

Nearly $9 million from New York's Local Government Records Management Improvement Fund has been awarded to 455 local governments for a variety of new projects including inventory and planning, microfilming, improved use of information technology, renovations for inactive records storage, and preservation of archival records. This year's grant recipients were selected from almost 600 applications requesting $16.8 million.

★★★★

Teachers Use Local Government Records.

The East Greenbush School District's Historical Records Institute has received the Program of Excellence Award from the New York State Council for the Social Studies. The Institute trained 25 teachers to locate and identify local government historical records to use as the basis for lesson plans for elementary and secondary students. The Institute was supported by a 1991 grant from the Local Government Records Management Improvement Fund.

★★★★

Continued on P. 7

State & Local News

Continued from P. 7

Teaching Packet on Social Welfare

On September 3rd, Albany County Clerk Thomas G. Clingan announced the publication of a teaching packet, *The Other Society Then and Now: The Records of Social Welfare in Albany County, at a presentation at the Albany County Hall of Records. The packet was created to encourage the use of primary sources by teachers in the* classroom and focuses on the records regarding care for the poor in Albany County. It will be distributed free of charge to all elementary and secondary schools in the County.

For more information call Mary Vines at the Hall of Records, (518) 447-4500.

Pennsylvania

Conservation Center for Art and Historic Artifacts Receives Grants

The Conservation Center for Art and Historic Artifacts has received a grant of $2,000 from the Helen D. Groome Beatty Trust toward the purchase of a new ultrasonic welder/encapsulator. CCAHA intends to upgrade its laboratory equipment by replacing the ultrasonic welder it purchased over ten years ago.

The Conservation Center for Art and Historic Artifacts has received a grant of $3,000 from the Max and Victoria Dreyfus Foundation, Inc. for an endowment fund for conservation training, graduate fellowships, staff development research and publications. The Conservation Center is part of the Association of Regional Conservation Centers, a larger consortium that received a major challenge grant from the Andrew W. Mellon Foundation to expand or establish endowments to support internship training and staff research.

Continued on P. 9

PRESERVATION NEWS

A Prize For A Plan.

The conservation Division of Information Conservation, Inc. is again holding a competition for $3,000 worth of conservation services. Any institution within the United States can apply by writing a proposal how it can best use the Conservation division's services, including paper treatment, boxing, encapsulation, repair, or rebinding. The deadline for entries is November 30th. The proposals will be judged by a panel of three preservation specialists. The winning author will receive $200 for his/her effort and the institution will receive the conservation services that it requested in its entry. For information, or to submit an entry, contact Don Etherington, Head, Conservation Division, Information Conservation, Inc., 6204 Corporate Park Drive, Brown Summit, NC 27214; telephone (919) 375-1202.

★★★★

Gaylord Brothers has introduced a Preservation Information Help Line in conjunction with its new catalog of archival preservation and conservation supplies and equipment.

Calling 1-800-428-3631 on Thursdays and Fridays will put you in contact with Nancy Carlson Schrock, an independent library conservator and consultant with a broad range of experience with research and public libraries, museums, and archives.

Gaylord has also released its first *Preservation Pathfinder*, an annotated guide to key readings on selected topics for those new to the field. For copies of the free *Pathfinder*, or the archival materials catalog, call 1-800-448-6160 or write Gaylord Brothers, Box 4901, Syracuse, NY 13221-4901.

★★★★

The 1992 Guild of Book Workers *Supply Directory* is now available, 85 pages. The Directory includes suppliers of bookbinding and repair materials, papers, and equipment. The cost is $3.00 from the Guild of Book Workers, 521 Fifth Avenue, New York 10175.

★★★★

The July 1992 issue of *Library Resources and Technical Services* (Volume 36, Number 3) contains reviews of the library literature reflecting trends in 1991. Two essays are of particular interest for those concerned with preservation and collection management issues. "The Preservation of Library Materials in 1991: A Review of the Literature," by Marcia A. Watt, 333-338, discusses paper quality, mass deacidification treatments, cooperative programs, planning, conservation, binding, photographs, digital and electronic media. "The Reproduction of Library Materials in 1991," by Glenda J. Pearson (339-359), discusses the bibliographic control of microforms, copyright and document delivery, equipment and technical concerns in reformatting materials, standards, and publishing. The article emphasizes new technologies for reformatting and includes a comprehensive bibliography for the year.

★★★★

The National Preservation Office, British Library, has issued four brief pamphlets in its "Preservation Policies" series: *boxing, Encapsulation, Glossary, and Mould*. These timely pamphlets are available free of charge from the National Preservation

Program, The British Library Great Russell Street, London WC1B 3DG, U.K. The NPO also sells attractive "National Preservation Office" sweat shirts that are warm and comfortable for L20. The NPO staff is presently in cramped quarters in a building adjacent to the British Museum/Library, looking forward to its move to the St. Pancras facility.

★★★★

Archival Products, Inc., 2134 East Grand, P.O. Box 1413, Des Moines, IA 50305, a supplier of materials for library binding, has begun a newsletter, *Archival Products News*, in Spring 1992. The first issue includes an article by Randy Silverman, Brigham Young University Library, which describes the damage caused by a variety of traditional pamphlet binders and offers criteria for durable, non-damaging pamphlet binders.

★★★★

The Research Libraries Group, Inc. has published the *RLG Preservation Microfilming Handbook*, an essential tool for any institution that is involved in a preservation microfilming project or program. It includes the RLG guidelines for preservation microfilming for monographs and serials. There are 21 appendixes that cover everything that we need to know about managing preservation microfilming projects, including sample requests for proposals, a guide to defects in camera negatives, and a recommended program of microfilm inspection. The handbook is 216 pages, spiral bound with stiff boards. It is available from RLG, 1200 Villa Street, Mountain View, CA 94114; $75 plus $5 for shipping, and well worth every penny.

★★★★

The Massachusetts Committee for the Preservation of Architectural Records has just released the 3rd edition of *Records in Architectural Offices: Suggestions for the Organization, Storage and Conservation of Architectural Office Archives,* which has been revised and updated by Nancy Carlson Schrock and Mary Campbell Cooper. This excellent publication, intended for architectural design firms, provides an introduction to records management and preservation issues. Although it is oriented toward firms it provides a superb introduction to architectural archives management, and it can easily be applied more broadly as a model for a variety of archives. Copies are available for $12 plus $2 shipping and handling, payment in advance, from Mass. COPAR, P.O. Box 129, Cambridge, MA 02142.

★★★★

The National Trust for Historic Preservation, 1785 Massachusetts Ave., NW, Washington, DC 20036, offers an "Information" series of leaflets that provide basic information on historic preservation techniques. Individual booklets are available for $5, plus a $3 shipping charge; the complete set of 37 titles is available for $75. The National Trust has established a Preservation Forum, to provide a network among people who are undertaking preservation projects and those who can provide technical advice and professional services. Included in the $75 annual membership fee is the bimonthly journal, H*istoric Preservation Forum*, which includes case studies of successful projects, discussion of current issues, and other timely information. For more information, contact the National Trust.

★★★★

Continued on P. 10

State & Local News

Continued from P. 8

The Conservation Center for Art and Historic Artifacts (CCAHA) has received a grant of $8,915 from the Council on Library Resources under its CLR Fellows Program to support on-going research on the fabrication and preservation of American architectural drawings produced before 1930. Lois Olcott Price, Senior Conservator for CCAHA, will undertake this research project. Ms. Price will complete a monograph to assist archivists, curators and conservators in preserving architectural drawing through a better understanding of the materials and techniques used in their production. To date, research on this project has been supported by grants from the Peterson Fund of The Athenaeum of Philadelphia and the Institute for Museum Services. The continuation of Ms. Price's work will be funded in addition by the Graham Foundation and a Winterthur Research Fellowship.

Virginia

History of Health Sciences Lecture Series

The History of the Health Sciences Lecture Series is sponsored each year by The Claude Moore Health Sciences Library and The University of Virginia Health Sciences Center Continuing Medical Education program as an educational service for the University of Virginia Health Sciences Center and interested health professionals in the community. The Library hopes that the speakers and topics selected will promote a greater understanding of the historical and philosophical underpinnings of today's health care disciplines.

The 1992/93 History of the Health Sciences Lecture Series, sponsored by the Library, offers a varied and interesting slate of speakers and topics. The Library joins the University in celebrating Thomas Jefferson's 250th birthday

Continued on P. 10

State & Local News

Continued from P. 9

in 1993; in honor of the occasion, two of the lectures will focus on medicine and Thomas Jefferson. Presentations on health care research, medical screening of immigrants at Ellis Island, and the care of the tuberculous poor complete the 1992/93 slate.

Thursday, October 22, 1992, James O. Breeden, Ph.D., "Medicine in Jefferson's Virginia"

James O. Breeden is a Professor of History at Southern Methodist University. His roots, however, are firmly anchored in Virginia soil. Dr. Breeden's presentation will contribute to the yearlong and University-wide celebration of Thomas Jefferson's 250th birthday in 1993. Dr. Breeden will give a general overview of medicine in Virginia during Thomas Jefferson's era and address the status of Jefferson's ideas concerning medicine and health within the context of his time. How was Jefferson both of and ahead of his time, in terms of sickness and health?

Dr. Breeden's lecture is scheduled concurrently with the *Fevers, Agues, and Cures: Medical Life in Old Virginia* travelling exhibit hosted by the Library, September 7 - November 6, 1992. Portions of the exhibit provide information on medical life in antebellum Virginia, touching upon home remedies, treatments such as bloodletting, and the medical care received by African-Americans.

Thursday, February 4, 1993, Barbara Brodie, Ph.D. "Fit To Be An American: Medical Screening of Immigrants at Ellis Island, 1900 - 1914"

Barbara Brodie is a Professor in the School of Nursing at the University of Virginia. As a result of her interest in and enthusiasm for the history of nursing, she recently played a major role in the establishment of the School of Nursing's Center for Nursing Historical Inquiry. Dr. Brodie's presentation draws on her extensive research into the historical record concerning the medical treatment given immigrants arriving at Ellis Island, eager to begin a new life in America.

PRESERVATION NEWS

(Continued from p. 9)

The Northeast Document Conservation Center (NEDCC), with a grant from NEH, has expanded its photoduplication service and now has the capacity to preserve large collections of photographic materials efficiently. Its renovated facility enables the staff to maintain the highest level of quality control in reformatting nitrate and early diacetate negatives onto safety film. The lab provides a wide range of options for duplicating collection of photographic negatives and can also microfilm photographic negatives to provide a reference copy for researchers. In addition to its reformatting services, NEDCC offers surveys of the preservation needs of photographic collections and conservation services for the treatment of photographic prints. For more information, contact Mark Robinson or David Joyall, NEDCC, 100 Brickstone Square, Andover, MA 01810; telephone (508) 470-1010.

★★★★

Recent Publications: Preservation

Association of Research Libraries. Office of Management Services. *Insuring Library Collections and Buildings*. Washington, DC: Oct. 1991. 149p. (SPEC Kit 178)

Presents the results of a survey of academic library administrators' planning of insurance needs, and provides examples of insurance policies.

Berger, M. Susan and William B. White. *The Daguerreotype: Nineteenth Century Technology and Modern Science*. Washington, DC: Smithsonian Institution Press, 1992. 252p. Illus.

A history of the daguerreotype and the scientific aspects of the photographic process. The authors review earlier scientific work and examine the problems of conservation and preservation of this fragile photographic medium. This is an important study that should be a part of any photographic collection that includes daguerreotypes.

Bowser, Eileen and John Kuiper, eds. *A Handbook for Film Archives*. New York: Garland, 1991. 194p. and plates.

Covers all aspects of the management of film archives, with an emphasis on preservation (see especially pp. 9-96). Recommended for art libraries with film and video documentation.

Galvin, Theresa. "The Boston Case of Charles Merrill Mount: The Archivist's Arch Enemy," *American Archivist*, 53:3 (Summer 1990), 442-250.

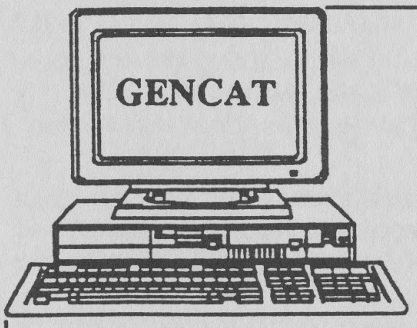
An analysis of the Mount thefts, with emphasis on the need for careful record keeping of collections and of the people who use them. This is an excellent review of the Mount case and the issues that have arisen from it.

Hunderman, Harry J. and William R. Rose. "Humidity and Building Materials in the Museum Setting," *Construction Specifier*, 42:10 (Oct. 1989), 98-104.

Deals with the problems created when attempts are made to maintain the relative humidity in a museum at 50% in cold climates. The result is condensation and decay of the museum's outer walls. This is reprinted from the Proceedings *of the Historic Preservation Education Foundation Interiors Conference, Philadelphia, 1988.*

Sparks, Peter G. *A Roundtable on Mass Deacidification: Report on a Meeting Held September 12-13, 1991, Andover, MA.* Washington, DC: Association of Research Libraries, 1992. 113p.

Issues of cost and priorities as well as the pros and cons of mass deacidification processes were discussed at this invitational conference. Several research projects and case studies are described. Most of those attending were committed to mass deacidification projects so the merits of mass deacidification were not fully debated. This is, however, an important report for administrators who are considering a mass deacidification process for treatment of collections.



Thinking of automating?

GENCAT Relational Cataloging Software, developed by Eloquent Systems Inc. for PCs and Local Area Networks, offers archivists and records managers: **1. User-defined screens** for both data entry and research; **2. Synonyms** to prevent incomplete searches by cross-referencing similar names and terms; **3. Authority Files** for user-authorized names and terms to maintain consistent data entry; **4. Hierarchy Structures** for classifying your data into any number of levels: primary, secondary, tertiary, etc.; **5. Custom-built Import/Export Utilities** to exchange data with most other systems. For free demonstration materials, please call toll-free today:

1-800-663-8172
(8:30am-5:30pm PST)
Fax: (604) 980-9537.

GENCAT
Relational Cataloging Software

EMPLOYMENT

PROJECT ARCHIVIST VIRIGINIA HISTORICAL SOCIETY

***Responsibilities*:** Under a one-year grant from the National Historical Records and Publications Commission, the project archivist will sort, arrange, and prepare finding aids to the Thornton Tayloe Perry collection of western Virginia and West Virginia historical manuscripts. The archivist will also generate MARC-AMC formatted records, prepare sub-collections for microfilming, and compile a published guide to the collection. Position as associate archivist may become permanent in 1994.

***Qualifications*:** M.A. degree in American or Southern history or an M.L.S. with concentration in archival studies; experience as a manuscripts cataloguer strongly preferred; working knowledge of US MARC-AMC format required; demonstrated written and oral communication skills. The Virginia Historical Society is an equal opportunity employer and does not discriminate in regard to race, gender, age, or other factors.

***Salary*:** $25,000, with excellent benefits package.

***Apply to*:** E. Lee Shepard, Senior Archivist, Virginia Historical Society, P.O. Box 7311, Richmond, VA 23221-0311, with letter of interest, current resume, and list of three references by 16 October 1992. Position open 1 January 1993.

People

Andrea C. Matlak, formerly Appraisal Archivist and Records Analyst at the Harvard University Archives, is now Assistant University Archivist in the Earl Gregg Swem Library at the College of William and Mary.

EMPLOYMENT

HISTORICAL SOCIETY OF WESTERN PENNSYLVANIA

PROJECT ARCHVIST for the Archives of the Historical Society of Western Pennsylvania.

The Historical Society of Western Pennsylvania has been collecting materials on the history of Western Pennsylvania for over 100 years. Recent collecting efforts have focused on the cultural and industrial development of the late nineteenth and twentieth century.

Responsibilities: Arrange, describe, and provide full descriptive inventories for seven designated archival collections as specified by the NHPRC grant: YWCA Records, Health and Welfare Planning Association Records, Pittsburgh Board of Education Records, Getting Collection, Jones & Laughlin Steel Corporation Records, Cooperweld Steel Corporation Records, and the Records of the Duquesne Steel Works of United States Steel. The project archivist, who will be responsible for at least one intern and two volunteers, reports to the Coordinator of Processing.

Qualifications: M.A. in History, M.L.S., or related degree; extensive experience in archival arrangement and description; and working knowledge of US MARC AMC format, national bibliographic standards, including Archives, Personal Papers, and Manuscripts and the Library of Congress Subject Headings.

This position is funded for two years by an NHPRC grant and will pay $25,000 plus benefits. Applications will be considered immediately and will continue to be accepted until the position is filled.

Send cover letter, resume, three references and an example of a finding aid to Dr. Carolyn Schumacher, Deputy Director for Library and Archives, Historical Society of Western Pennsylvania, 4338 Bigelow Boulevard, Pittsburgh, PA 15213, (412) 681-5533.

Preservation News

Recent Records Products

The following products from records projects funded by the National Historical Publications and Records Commission (NHPRC) have been recently released. Information concerning availability for purchase has been provided.

Bellardo, Lewis J., and Lynn Lady Bellardo, comps. *SAA Archival Fundamentals Series. A Glossary for Archivists, Manuscript Curators, and Records Managers*. Chicago: Society of American Archivists, 1992.

Orders may be sent to the Society of American Archivists, 600 South Federal, Suite 504, Chicago, IL 60605; or call (312) 922-0140. The cost is $19 (plus $3.75 postage and handling) for members of SAA and $25 (plus $5.25 postage and handling) for non-members.

Haller, Stephen E. *Managing Records on Limited Resources: A Guide for Local Governments*. Local Government Records Technical Publication Series, No. 2. Albany, NY: The National Association of Government Archives and Records Administrators, November 1991.

Mims, Julian L. *Using Microfilm: A Guide for Local Governments*. Local Government Records Technical Publication Series, No. 5. Albany, NY: The National Association of Government Archives and Records Administrators, February 1992.

Smith, Harmon. *Protecting Records: A Guide for Local Governments*. Local Government Records Technical Publication Series, No. 4. Albany, NY: The National Association of Government Archives and Records Administrators, March 1992.

Stephens, David O. *The Daily Management of Records and Information: A Guide for Local Governments*. Local Government Records Technical Publication Series, No. 3. Albany, NY: The National Association of Government Archives and Records Administrators, November 1991.

White, Kenneth. *Applying Computer Technology to Records Systems: A Guide for Local Governments.* Local Government Records Technical Publication Series, No. 6. Albany, NY: The National Association of Government Archives and Records Administrators, March 1992.

Copies of these guides may be purchased in sets or by individual titles. Single sets may be obtained for $10 a set; individual copies are available at $3 a copy. Discounts are available for quantity orders. All orders and inquires should be directed to NAGARA Publications, Capitol Hill Management Services, 48 Howard Street, Albany, NY 12207; or call (518) 463-8644.

Hansen, James E., II and Ann Hilfinger, comps. *Gaining Control of Your Collections/A Basic Workshop on Identifying and Managing Historical Records.* Fort Collins, CO: Colorado State University for the Colorado State Historical Records Advisory Board, 1990-91.

New York State Forum for Information Resource Management. *NYS Sourcebook: A Directory of Health and Mental Health Information Resources*. Albany, NY: New York State Forum, 1990.

New York State Forum for Information Resource Management. *New York State Sourcebook Pilot Project: Final Evaluation Report*. Albany, NY: New York State Forum, March, 1992.

New York State Forum for Information Resource Management. *From The Sourcebook to Government-wide Information Locator System: New Steps for Sourcebook Expansion*. Albany, NY: New York State Forum, March, 1992.

New York State Forum for Information Resource Management. *The New York State Sourcebook Pilot Project; A Metadata Approach to Information Management*. Albany, NY: New York State Forum, March, 1992.

Ordering information regarding these publications is available from Patricia D. Laws, Executive Assistant, New York State Forum for Information Resource Management, Rockefeller Institute, 411 State Street, Albany, NY 12203; or call (518) 443-5115.

Utah State Historical Society. *Guide to Archives and Manuscript Collections in Selected Utah Repositories: A Machine-Readable Edition.* Salt Lake City: State Historical Society, 1991. This guide may be purchased for $25 from the Utah State Historical Society, 300 Rio Grande, Salt Lake City, UT 84101-1182. The guide is available in the following formats: 5.25" HD (1.2 mb), 3.5" HD (1.44 mb), 5.25" DD (360 kb), and 3.5" DD (720 kb). Users will need at least seven megabytes available on their hard disk drive.

Information concerning products from NHPRC-funded projects is also available in the Commission's newsletter, *Annotation*, contact the Commission at NHPRC-NP, National Archives Building, Room 607, Washington, DC 20408; or phone (202) 501-5610.

★★★★

The National Archives has published the first three titles in its new primary source series, **Documents from the National Archives: Watergate, Internment of Japanese Americans**, and **Women in Industry in World War II**.

Each title in this series, designed for collegiate and adult readers, appears as a 45 to 48 page booklet containing a preface, historical context for the documents, introduction to document analysis, list of primary documents, 9 to 14 document reproductions, suggestions for further reading, a word about using the National Archives, and a separate note to the instructor outlining questions and activities for further study. They are intended for use as supplemental materials in he classroom or as special-topic studies for the general audience.

This series was developed by staff in the education branch of the National Archives, with assistance from archivists and other members of the organization familiar with the records The American Historical Association, Organization of American Historians, and Community College Humanities Association served as consultants to the project and reviewed the texts.

Printing and publication of this series is being handled by Kendall/Hunt Publishing Company, 2460 Kerper Boulevard, P.O. Box 539, Dubuque, IA 52004; 1-800-338-5578. Kendall/Hunt has produced a brochure to introduce the series and to facilitate the ordering of units at a cost of $5.95 per booklet.

Additional information about this series can be obtained from Paula Nassen Poulos, a specialist in our education branch. She can be reached at (202) 501-5210.

★★★★

Standards Brochure Available

A free eight-page brochure listing all of the currently available technical standards covering the information sciences developed by the National Information Standards Organization is now available from NISO. The brochure includes brief annotations describing each standard and an order form. To request a free copy of the brochure contact the NISO office at: NISO, P.O. Box 1056, Bethesda, MD 20827; Telephone: 301-975-2814; Fax: 301-869-8071; Internet: NISO@ENH.NIST.GOV.

The Secrets War The Office of Strategic Services in World War II

This volume, edited by staff member George Chalou, contains the proceedings of the first major scholarly conference on the OSS, which was held at the National Archives in Washington, DC, on July 11 and 12, 1991.

These 24 papers, presented at the conference by veterans and historians of the OSS, offer new insights into the activities and importance of the United States' first modern national intelligence agency.

The first of eight sections discusses the United States on the brink of war. The following six cover the operations of the OSS at the headquarters level and in the field throughout western Europe, the Balkans, and Asia. The final chapter explores the legacy of the OSS.

Contributors include **Aline, Countess of Romanones; Sir Robin Brook; Fabrizio Calvi; Wiliam Colby; Walt W. Rostow; Arthur Schlesinger;** and **Robin Winks.**

The 376- page hardcover volume is available for $25 (plus $3 shipping/handling) from the National Archives Trust Fund, P.O. Box 100793, Atlanta, GA 30384.

★★★★

The National Archives has published "American Women and the U.S. Armed Forces," compiled by Charlotte Palmer Seeley and revised by Virginia C. Purdy and Robert Gruber.

The holdings of the National Archives include a significant number of records about women. This important new guide describes records in the National Archives and Presidential libraries that relate to American women who interacted with and eventually formed a part of the nation's military service organization.

The 368-page hardcover volume is available for $25 (plus $3 shipping/handling) from the National Archives Trust Fund, P.O. Box 100793, Atlanta, GA 30384.

New Technical Leaflets Available

Two new MARAC technical leaflets will be available for sale at the Buffalo meeting. "Identifying and Handling Classified Documents in Archives," by Kenneth Schlessinger and Marvin F. Russell, and "Archival Sampling: A Method of Appraisal and A Means of Retention," by James Gregory Bradsher and Bruce I. Ambacher, numbers 7 and 8 in the technical leaflet series, offer background and discussion of their respective issues plus concrete, practical advice and examples. Have you ever pulled out a file from a new accession and found TOP SECRET stamped on top? Then you need the Schlessinger/Russell leaflet, which will allay your fears and explain exactly what action to take. Have you ever been offered a valuable collection that contained large quantities of documents suitable for sampling but turned it down for fear of being charged with "tampering"? Then you need the Bradsher/Ambacher leaflet, which discusses the pros and cons of sampling and offers examples and methodology for undertaking such a project.

The two new leaflets ($2.00 each), plus other leaflets in the series and MARAC publications, will be for sale at the publications table at Buffalo. Ideas for future leaflets? Contact Kathryn Jacob, editor of the series, at the National Archives (301) 763-2018 or NNTR-S, National Archives and Records Administration, Washington, DC 20409.

PUBLICATIONS

Guidelines for Archives and Manuscript Repositories (Occasional Publication No. 2, 1983).	$3.50
Charlene Bickford, *The Coalition to Save Our Documentary Heritage* (Occasional Publication No. 3, 1983)	$3.50
Mary Boccaccio, ed., *Constitutional Issues and Archives* (Archival Symposium No. 1, 1988)	$3.00

TECHNICAL LEAFLET SERIES

Thomas E. Mills, *Appraisal of Social Welfare Case Files* (Leaflet No. 1, 1989)	$2.00
Thomas Wilsted, *Computing the Total Cost of Archival Processing* (Leaflet No. 2, 1989)	$2.00
Bruce W. Dearstyne, *Planning for Archival Programs: An Introduction* (Leaflet No. 3, 1989)	$2.00
Mary Boccaccio & David W. Carmichael, *Processing Congressional Collections* (Leaflet No. 4, 1989)	$2.00
Shawn Aubitz & Gail F. Stern, *Developing Archival Exhibitions* (Leaflet No. 5, 1990)	$2.00
David W. Charmichael, *Involving Volunteers in Archives* (Leaflet No. 6, 1990)	$2.00
Kenneth Schlessinger & Marvin F. Russell, *Identifying and Handling Classified Documents in Archives* (Leaflet No. 7, 1992)	$2.00
James Gregory Bradsher and Bruce I. Ambacher, *Archival Sampling: A Method of Appraisal and A Means of Retention* (Leaflet No. 8, 1992)	$2.00

Prices inclue handling/mailing fee. Please make checks payable to MARAC and direct order to: MARAC c/o Marsha Trimble, University of Virginia Law Library, Charlottesville, Virginia 22901 (804) 924-3023

EMPLOYMENT

POSITION ANNOUNCEMENT

The Balch Institute for Ethnic Studies is seeking a project archivist to process four of its minority collections. The appointment is a two-year position. The project archivist will process materials under the supervision of the staff archivist and produce finding aids for the collections.

The Balch Institute was founded in 1971 to document American ethnic and immigration history. It is a multi-ethnic research library and museum which serves over 2,000 researchers each year.

The project archivist is required to have a Master's degree in history or a related field, or an ALA-approved M.L.S. The candidate must also have nine semester hours or the equivalent of training in archival administration, or at least one year professional experience in an archives. Ability to read Spanish or Chinese will be given special attention. Minorities and women are encouraged to apply. Send resume and three references to Monique Bourque, Staff Archivist, Balch Institute for Ethnic Studies, 18 S. 7th St., Philadelphia, PA 19106.

Starting salary $21,900 plus benefits. Position available September 1, 1992.

EXECUTIVE DIRECTOR, COUNTY HISTORICAL SOCIETY

Description: The Cambria County Historical Society, located in the mountains of central western Pennsylvania in Ebensburg, the County seat of Cambria County (population 163,029) seeks a qualified, talented, and proactive individual to serve as its Executive Director. Reporting to the CCHS Board of Directors, the Executive Director will be responsible for program and resource development, facilities and collection management, staff development, budgeting, and public relations.

Educational Background: Substantial advanced coursework or degree beyond the baccalaureate level in museum or archives management, library or information science (with specialization in archives or preservation) is required. Undergraduate preparation in history, management, public relations, or business is desired.

Experience, Knowledge, Abilities and Skills: Previous management experience and knowledge of museum/archival management and collection preservation techniques are required. The ability to implement policy, encourage active participation of constituent groups, manage fiscal responsibilities, and communicate effectively is required. Effective financial development, public relations and fundraising skills are strongly desired.

Salary/Benefits: Salary commensurate with experience/education. Standard benefits: vacation, sick leave, hospitalization.

Contact: Respond to Patricia Aughinbuagh, Chair, Cambria County Historical Society Personnel Committee, R.D. #1 Box 2, Ebensburg, PA 15931.

TECHNICAL SERVICES ARCHIVIST

University Archives of the University of Pennsylvania

Definition: Under the direction of the Assistant Director/Head of Technical Services, the Technical Services Archivist is responsible for the full range of archival technical services, including processing; arrangement and description; original cataloging in multi-format; copy cataloging; retrospective conversion of manuscript, archival and serial holdings; catalog maintenance; and recommendations for conservation.

Qualifications: Masters degree (MA or MS) and/or an American Library Association (ALA) accredited Master in Library Science degree (MLS) required. Additional professional training and/or Master's degree in professional archival administration preferred. Subject background in history or American studies. Knowledge of APPM, AACR 2r, LCSH and RLIN AMC, BKS, and SER files. Knowledge of archival appraisal and preservation techniques. One to three years archival experience with minimum one year professional cataloging experience.

Salary Range: $25,300 - 32,900 (PA4)

The search shall remain open until a suitable pool of applicants exists.

The University of Pennsylvania is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, sexual or affectional preference, age, religion, national or ethnic origin, disability or veteran status.

Please submit letter of application, resume and names, addresses and telephone numbers of three professional references to: Mark Frazier Lloyd, Director, University Archives and Records Center, North Arcade, Franklin Field, University of Pennsylvania, Philadelphia, PA, 1910-6320.

STEERING COMMITTEE

Summary of Steering Committee Action and Reports at the Meeting of 5 August 1992 in Baltimore, Maryland.

Steering Committee:

- approved the minutes of the 7 May 1992 Steering Committee meeting, with the correction that the appendices be properly numbered in the text of the minutes;
- authorized the MARAC Chair to write a letter to the Archivist of the Untied States expressing concern over the recent reorganization at the National Archives;
- approved a policy statement clarifying that a member's participation in MARAC affairs is normally considered the voluntary activity of an individual, not that of a representative of the member's employing institution;
- authorized the MARAC Chair to prepare a grant application to NHPRC and/or to NEH for funding to establish a consultant program in the MARAC region based on the New Jersey CAPES (Caucus Archival Project Evaluation Service) model;
- approved the 3rd quarter Treasurer's report;
- approved the MARAC budget for 1992-93, and a proposal that a dues increase of $5.00 for the 1993-94 budget year be submitted to the membership for a vote at the Spring 1993 meeting;
- approved the workshop coordination proposal of the Education Committee;
- forwarded the recommendation of the Publications Committee for an achievement award to the Outreach Committee for action; and
- passed a motion giving final approval to the MARAC Long-Range Plan, with standing committees charged to bring their plans and schedules for implementation to each winter quarterly meeting of the Steering Committee, beginning in 1993.

The Chair reported:

- on past and future meetings;

  * Fall 1992, Buffalo, NY, 29-31 October - Local Arrangements Chair Heidi Ziemer handed out sample flyers and meeting packets, and advised that local arrangements are all set,

  * Spring 1993, Long Branch, NJ, 6-8 May - Ocean Place Hilton venue, Tom Frusciano, program chair, Elsalyn Palmisano-Drucker, local arrangements chair,

  * Fall 1993, Gettysburg, PA, 4-6 November - Gettysburg Hotel venue, Michael Muslck and Judy Thorne, program co-chairs on a a war and peace theme, David Hedrick, local arrangements chair,

  * that no sites have been set beyond this point, but Max Yela has been investigating a fixed site, perhaps in Wilmington, DE,

  * that the final outcome of the Pittsburgh meeting has not yet been disclosed, but it appears that a profit was made;

- that the Meetings Coordinating Committee has observed problems with shrinking conference attendance and income;
- that further discussions with MARAC's insurance agent have revealed that MARAC can hold hospitality suites without serious liability risk so long as MARAC does not purchase and serve alcohol - individuals may furnish their own refreshments; and
- that any substantive changes to the Committee and Officer Guideline pages for the Steering Committee Manual distributed at this meeting should be communicated to the Vice Chair by September 1.

Steering Committee also:

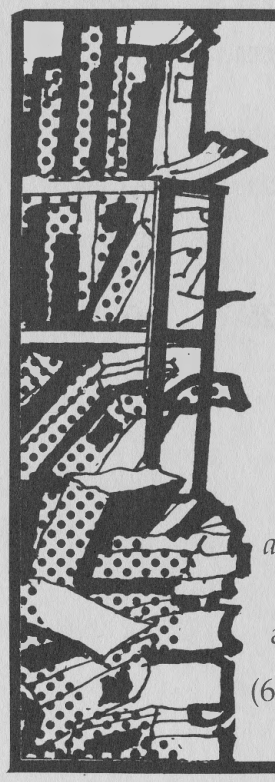
- received from the Secretary the revised Constitution and Bylaws, reflecting amendments through the Spring 1992 meeting and some minor editorial changes;
- received from the Treasurer a comparison of membership dues/membership benefits, revealing that the proposed 1992-93 operating budget will run a deficit and that membership dues no longer covers basic benefits;
- received the report from the MARAC Administrator that:

  * conference membership is at 1095; and

  * additions to the Membership Directory proposed by the Steering Committee would be costly, and the Publications Committee should investigate the feasibility of selling more advertisements to cover the extra costs;

- received the report of the MARAC Archivist that he had accessioned 4.5 linear feet of records that morning, and that his department at the University of Maryland will close from mid-December to early-February while it moves to new quarters;
- received the report of the Membership Development Committee that the committee is currently discussing ideas and projects for inclusion on the agenda of the Steering Committee Meeting in Buffalo, that the chair has met with the chairs of the Outreach and Education committees to confer on areas of cooperation, and that the committee would like to get involved in the new members orientation at the semi-annual meetings;
- received the report of the Outreach Committee that they have received responses to the surveys distributed by the state caucus leaders and have passed some ideas from those on to the Membership Development Committee, that they are planning a brochure series aimed at specific audiences, and that they will appoint two members from the committee to work with the MARAC Chair on the consultant services proposal;

- received the report of the Publications Committee that the next technical leaflet, "Archival Sampling: A Method of Appraisal and a Means of Retention," will be out in time for the Buffalo meeting, that one of the volumes-in-progress in the symposia series may also be ready for the Buffalo meeting, that Dick Wood of the Publications Committee is going to work with David Anderson on the newsletter, that the membership directory will be out early in 1993 and that Bruce Abrams will try to solicit advertisements for the directory, and that the author agreement and reproduction policy will be on the agenda in Buffalo; and
- set the next meeting of the Steering Committee for 6:30-9:00 p.m. on Thursday, October 29 in Buffalo.



RM
Rachel P. Maines and Associates
ARCHIVES DIVISION

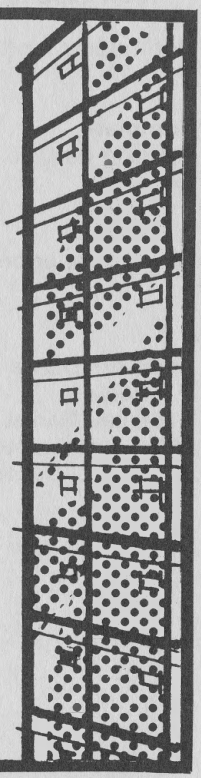
Proudly Announces
the Opening of Its NEW

Archives Processing Facility

at 236 Langmuir Lab • Cornell Research Park, Ithaca NY 14850

Appraisal, processing, rehousing and finding aids
at your site or ours. Fully insured; all work guaranteed.

(607) 257-1969 or toll-free in New York state 1-800-435-4438
Elsewhere in US 1-800-482-4438



MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE
TREASURER'S REPORT, 1991-92 FISCAL YEAR
October 1, 1991 to September 30, 1992

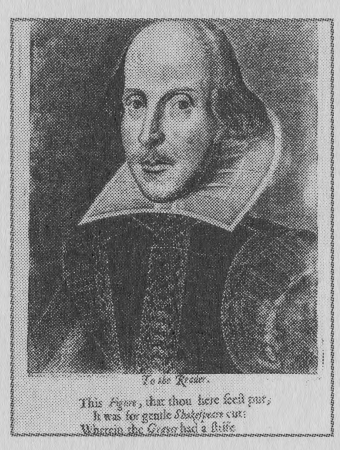
Item	Budget FY91-92	Quarter 1	Quarter 2	Quarter 3	Cum % of Budget	1991-92 YTD	1990-91 Actual
Income							
Membership Dues	$9,600.00	$8,578.00	$1,234.00	$450.00	107%	$10,262.00	$9,203.61
Publication Sales	1,000.00	126.76	53.70	140.50	32%	320.96	842.15
Publ. Advertising	1,500.00	276.00	205.00	432.00	61%	913.00	1,244.00
Bank Interest	2,250.00	154.91	373.61	733.05	56%	1,261.57	2,232.80
Conferences	9,000.00	.00	2,679.16	.00	30%	2,679.16	18,131.29
Mailing List Sales	160.00	.00	40.00	20.00	38%	60.00	130.00
Endowment Contrib. & Int.	.00	250.00	.00	85.00	--	335.00	.00
Total Revenue	**$23,510.00**	**$9,385.67**	**$4,585.47**	**$1,860.55**	**$67%**	**$15,831.69**	**$31,783.85**
Expenses							
Admin. & General	$3,260.00	$384.87	$1,470.89	$432.70	70%	$2,288.46	2,381.75
Membership	2,650.00	363.30	407.78	159.15	35%	930.23	1,924.53
Committees	2,750.00	35.16	1,066.79	644.53	64%	1,746.48	2,671.56
Conference Advances	1,500.00	500.00	.00	1,000.00	100%	1,500.00	4,033.08
Publications	10,000.00	2,376.30	2,173.40	2,591.00	71%	7,140.70	11,571.72
Awards	300.00	200.00	.00	100.00	100%	300.00	200.00
Postage	2,700.00	407.28	602.28	206.76	45%	1,216.32	.00
Other expenses	$.00	.00	7.50	101.89	--	109.39	97.00
Total Expenses	**$23,160.00**	**$4,266.91**	**$5,728.64**	**$5,236.03**	**$66%**	**$15,231.58**	**$22,879.64**
Net Income or (Net Loss)		**$5,118.76**	**($1,143.17)**	**($3,375.48)**		**$600.11**	

Summary	
Opening Balance	$47,549.55
Income	1,860.55
Expenses	5,236.03
Closing Balance	**$44,174.07**

Fund	Opening	Credits	Debits	Closing
Current	$10,299.55	$1,775.55	$5,236.03	$6,839.07
Endowed	6,250.00	85.00	.00	6,335.00
Reserve	24,000.00	.00	.00	24,000.00
Surplus	7,000.00	.00	.00	7,000.00
Totals	**$47,549.55**	**$1,860.55**	**$5,236.03**	**$44,174.07**

Cash Accounts	
Checking	$4,482.58
Money Market	.00
Savings Account	15,691.49
Certif. of Deposit	24,000.00
	$44,174.07

How Gaylord is keeping Shakespeare alive.



The Bard died in 1616. But whether rare, early editions of his works are to be or not to be is still an open question.

As one of the foremost archival suppliers in the world, we offer enough products to fill a 100-page catalog — and keep Mr. Shakespeare's volumes as youthful as the words they contain.

At Gaylord we do much more than sell products, however. We also support the archival community with a full range of services.

To answer your questions and provide advice, we have a dedicated 800 number staffed by a senior conservator.

Other nationally prominent preservation specialists help guide the development of our products and services, as well as the preparation of our new preservation pamphlets.

Moreover, in addition to our own in-house laboratory tests, two internationally recognized independent laboratories test our raw materials.

For a copy of our full-color archival catalog and more information on our service programs, call toll-free at your convenience.

But please — do act promptly. A literary life may be at stake.

The early Shakespeare editions shown above, including the rare third folio of 1664, appear courtesy of the Syracuse University Library.

Gaylord

The Trusted Source

▶ **1-800-448-6160 FAX: 1-800-272-3412**

Syracuse, New York • Sanford, North Carolina • Los Angeles, California • Guelph, Ontario

Marsha Trimble
University of Virginia Law Library
Charlottesville, VA 22901

Non Profit Org.
US Postage

PAID

Permit No. 492
Charlottesville, VA

TIME VALUE MAIL

ISSN: 0738-9396

The *mid-atlantic archivist (maa)* is the quarterly newsletter of the Mid-Atlantic Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia; and the District of Columbia. MARAC seeks to promote the professional welfare of its members, to effect cooperation amongst individuals concerned with the documentation of the human experience, to enhance the exchange of information between colleagues working in the immediate regional area, to improve the professional competence of archivists, curators of textual, audiovisual and related special research collections, and records managers, and to encourage professional involvement of persons actively engaged in the acquisition, preservation , bibliographic control, and use of all types of historical research materials. Individual yearly membership dues are $10.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to *maa* (at $10 per year) and membership applications should be addressed to: Marsha Trimble, University of Virginia Law Library, Charlottesville, VA 22901, telephone (804)924-3023, Fax (804) 982-2232, Electronic Mail: MT9C@Virginia.edu. Send material for *maa* publication to: G. David Anderson, University Archivist, The Gelman Library, George Washington University, Washington, DC 20052, telephone (202) 994-7549, Fax (202) 994-1340, Electronic Mail: CC1821A@GWUVM. Deadlines are the first of March, June, September and December.

Advertising rate cards and mechanical requirements for ad copy may be obtained from: Bruce Abrams, Office of the New York County Clerk, 60 Centre Street, Room 161, New York, NY, 10007, telephone (212) 374-4376.

Editor	G. David Anderson
Associate Editor	Richard E. Wood
Book Review Editor	Mary Boccaccio
Preservation News Editor	Susan G. Swartzburg
Software Editor	Kathleen D. Roe
Session Abstracts Editor	Timothy D. Pyatt
Technical Leaflet Editor	Kathy Jacob
Advertising Editor	Bruce Abrams
State and Local News Editor	Roger W. Fromm